

	A	B	C
1	Wilma Velez, Paralegal		
2			
3	<u>Date</u>	<u>Time</u>	<u>task/work performed</u>
4			
5	1/15/2013	0.5	copied, scanned and mailed letters to clients with copy of court decision.
6			
7	1/10/2013	0.3	copies, scanned and mailed letter enc decision to Ms. Torres (Burgos sister)
8			
9	2/14/2013	0.2	remailed letter enc decision to Ms. Torres via UPS
10			
11	2/19/2013	0.1	emailed DAR, RR, AB copy of final letter enc decision to Ms. Torres
12			
13	2/20/2013	0.2	received Mr. Burgos signed/notarized declaration in support of Plaintiffs-Appellant's motion - copied & scanned
14			
15	4/1/2013	0.1	emailed DAR, RR, AB Atty General 3//21/13 letter enc disc
16			

	A	B	C
17	4/5/2013	0.5	typed, copied, scanned and mailed letters to clients - Massei, Bailey, Brooks, Trocchio & Warren confirming retainer (except Burgos)
18			
19	4/16/2013	0.1	emailed draft ltr to Burgos to AB for review
20			
21	4/16/2013	0.5	draft letter/typed, copied, scanned (final form) ltr to Burgos confirming retainer
22			
23	4/17/2013	1.5	several phone calls and emails with RR/DAR, Sylvia Torres and Mr. Burgos re: questions they had regarding retainer agreement
24			draft/English/spanish translation of status letter re: possibility of settlement discussions or offers at next court date
25			
26	4/18/2013	0.3	email to RR final draft of 4/17/13 ltr

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27		0.3	mailed final to Mr. Burgos, Sr. - also called Ms. Torres to advise
28			
29	4/24/2013	0.1	Mr. Brooks called - wants to discuss conversation he had with attorney "frishberg" took message, emailed attorneys
30			
31	4/26/2013	0.2	made correction to retainer "paralegal/atty fees) re-mailed letter to clients - Ms. Torres and Mr. Burgos 4/17/12 ltr
32			
33	4/26/2013	0.3	Ms. Torres called - has not received letter - will call her father to see if recd - I confirmed both mailing addresses
34			
35	5/1/2013	0.2	As per DAR, returned client's call - l/m on home and cell #s - Message: RR will return call to discuss attys fees
36			

	A	B	C
37	5/1/2013	0.2	emailed corrected retainer to DAR/RR/AM (attys fees language) for review
38			
39	5/10/2013	0.3	Ms. Torres called - req telephone conference. Emailed attys DAR, AB, RR
40			
41	5/13/2013	0.5	Ms. Torres called - conferenced AB, DAR Ms. Torres and Mr. Burgos into call - discussed Agreement for Legal Services -
42			faxed same to Staples and and Ms. Torres faxed back executed page.
43			
44	5/17/2013	0.2	As per DAR, scanned Court documents, gave to DC
45			
46	5/29/2013	0.2	remailed ltr to Lisa Massei enc retainer agreement letter
47			
48	5/29/2013	0.1	emailed executed retainer signed by Sylvia Torres to DAR, RR, AB

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49			
50	5/29/2013	0.2	Transcripts given to Aaron Goldbloom for RR
51			
52	6/14/2013	0.2	Ameer called - instructed me to call process server to effectual service by personal service only
53			
54	7/11/2013	2	Hotel arrangements for witnesses
55		9.3	
56		\$930	Rate \$100